

Maruti Suzuki India Limited
REGISTRATION FORM
CONTRACTOR'S REGISTRATION
(FOR CONTRACTS)
FOR
THREE YEARS

Assistant Vice President (Civil)

Maruti Suzuki India Limited

Old Palam Gurgaon Road,

PHONE NO.:0124-2340328

Registration Form

(To be filled by Contractor)

1 Name of Agency : _____

2 Registered Office Address : _____

3 Regional Office Address : _____

4 Net Worth (In Rs.) : _____

5 Major Clients : a) _____
b) _____
c) _____

6 Year of Establishment : _____

7 Type of Organization : _____

CONTRACTOR REGISTRATION

During constructions as well as in operation/ maintenance phase of MSIL plant, a large number of services of contractors are required. For obtaining the quality services the quality sources of contractors are needed. This necessitates enlistment of suppliers called as “Contractor registration”

OBJECTIVE

The objective of these policy guidelines for Contractor registration is to standardize this activity to the largest possible extend for the various plants and other Contract authorities within MSIL.

Contractors enlisted shall be done as per the Guideline of MSIL’s Internal Procedure & cannot be challenged by any participants.

The listing of the contractor shall be done in the following Heads:

1. Construction Projects
2. Plant Civil Maintenance Works.
3. Interior Projects.
4. Pre-Engineered Building Works

SCREENING OF APPLICATION

Screening of application would be undertaken with reference to the information provide in the prescribed formats.

MSIL has rights to reject any tenders as without giving any clarification.

A Contractor evaluation sheet shall be prepared based on MSIL Requirement.

Pre-Mature Termination of Registration may be done with the approval of competent authority form the list of registered Contractors if the Contractor is non responsive against our enquires or on account of its performance and disabilities as listed below:

- a) Fails to execute a contract or fails to execute it satisfactorily
- b) No longer has the technical staff or equipment considered necessary
- c) Fails to furnish income-tax clearance certificate as required under the rules,
- d) Is declared bankrupt or insolvent or its financial position has become unsound, and in the case of a company, it is would up or being liquidated.

Banning of Contractor for future dealing shall be done in case unethical business practice is established or contractor furnishes wrong information, false/ manipulated documents otherwise if a contractor is charged by any Govt. Investigation Agency for an offence against government regulation and subsequently prosecuted in a court of law. The banning order shall specify the period for which it will be effective (permanently, if required). It should also indicate the names of all the partners, directors etc., of the firm and its allied concerns, if any.

Revocation of Orders:-

(i) Orders for banning/ suspension passed for a certain specified period, shall be deemed to have automatically revoked on the expiry of that specified period and it will not be necessary to issue specific formal order of revocation, except than an order of suspension/ banning passed on account of doubtful loyalty or Security consideration shall continue to remain in force until it is specifically revoked.

(ii) Banning for the reasons mentioned above may be revoked if, in respect of the same facts the accused has been wholly exonerated already a court of law.

(iii) Banning/ suspension order may, on a review, be revoked by the competent Authority if it is the opinion that disability already suffered is adequate on the circumstances of the case.

Performa evaluation to be done on basis of following:

1. Adherence to project delivery milestones.
2. Quality of work.
3. Contractual obligation.
4. Safety measure following norms.
5. Statutory requirement vis-a-vis payment of PF/ESI/ST/ITR/contractor license.
6. Environmental competence.

Commercial and contractual performance shall be evaluated as per Performa enclosed.

Note: - The contractor shall have to obtain Contract Labour License after the award of Purchase order as per statutory requirement.